

VP of ADMINISTRATION Report – Sept-Oct 2018

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EVENTS ATTENDED

- 9/18 Paint Branch HS “What is PTA” presentation
- 9/21 Edison PTSA conference call (planning)
- 9/22 Burtonsville Day parade (greeted elected leaders/candidates)
- 9/25 MCCPTA Presidents/Delegates Assembly / SOCA Help Desk
- 9/26 BOE Candidate Forum (moderator)
- 10/1 Lunch with former Banneker PTA President
- 10/3 National PTA Center for Family Engagement conference call
- 10/3 Paint Branch/Blake OSSI Director Conference call
- 10/3 MDPTA conference call (for Lynne Harris/Secretary election)
- 10/3 Paint Branch HS/NEC Open House (promoted PTA)
- 10/9 Paint Branch cluster planning meeting / Galway ES PTA
- 10/10 Edison HS Open House (greeted elected leaders, toured school)

COMMITTEE UPDATES

Bylaws: Chair Kellie Schoolar-Reynolds drafted an amendment to be presented tonight that allows sub/vice committee chairs who have completed boardsmanship training to **substitute for a standing committee chair** at board meetings. This amendment allows them to both vote and count toward quorum. If approved it will be presented for final approval at the 10/23 Delegates Assembly.

Communications

- **Web:** Trained a **new webmaster!** Contact Chris Bowerman (webmaster@mccpta.org) to add/update or create a committee page, events or other info on MCCPTA.org.
- **Blue Book:** Per Chair Adam Lee, we’ll **print after the 11/6 election** for distribution at the 11/28 Delegates Assembly. The online version will be posted and revised as needed. We’re still missing officers for *lots* of PTAs. Please **verify that all your units have registered** at the link on the MCCPTA.org home page. Officers must register individually (to complete online consent), but one person can sign up everyone. The Google form takes about 1 minute/person to complete.
- **Elists:** Office Manager Pam Loebach is now managing approvals for Board, Presidents, Delegates and Treasurers. We’re getting lots of “add me” requests. Please explain to your officers that we cannot add them – we can only send invitations. The fastest way to get connected is to **email the “subscribe” address** for each list they want to join. *Be sure to indicate PTA and position.* Pam will approve them in bulk once or twice a week. Subscribe addresses are listed on MCCPTA.org under Info > Elists. Bulk invitations were sent in September to Presidents, Delegates and Treasurers registered for the Blue Book. Committees with elists should **add office@mccpta.org as an owner** to facilitate easy transition between chairs. Entire e-lists (including contacts, documents and years of information) have been lost because the individual who created it was the only moderator, so there was no access when they left the board. We will not manage/moderate your list. Ownership just allows MCCPTA to hand it off to the next chair.
- **Workplace:** Posting reminders to 51 members. Cross-posting **high-priority information on WP and board e-list.**

- **Email/storage:** Assigning/re-setting accounts and passwords, troubleshooting connection issues, storing documents. Clusters and committees are encouraged to **save all important information on OneDrive:** SOCA documents, reports, etc. Folders are already created for your use.

Training: Posted presentations and handouts from 9/15 Fall Training.

Nominating: Reminded AVPs to **confirm area reps and list termed-out cluster leaders by 10/31.**

SOCA UPDATE (Standards of Continuing Affiliation)

- As of 9-30-18, MCCPTA has **193 active PTA units. 42 are compliant**, up from 25 last month – good job!
- MDPTA lists 4 “new” PTAs in the last year: Silver Creek and Bayard Rustin (new schools), and Neelsville and Galway (re-established after being revoked).
- Westover ES is inactive (no dues paid in 2 years). A PTO “community alliance” has been established.
- Broad Acres and Brookhaven had IRS non-profit status revoked. MDPTA is working to re-establish Brookhaven.
- **Thomas Edison HS of Technology** established a Steering Committee to start a new PTSA!
- The new SOCA report ending 9/30/18 just arrived Monday. It’s being sorted. Cluster leaders: expect the **new report in the next week**. Please follow up with PTAs. Send outstanding SOCA documents to office@mdpta.org and bookkeeper@mdpta.org for fastest email confirmation.
- Remind PTAs that 2017-18 **Financial Reviews are due Oct. 31!!!**
- Several PTAs received compliance updates at our SOCA Help Desk at the 9/25 Delegates Assembly. We will continue this practice and consider an online component.

BOARD TRAINING

More than 80% of board members have completed required boardsmanship training in person or online. Two members approved after July have until Nov. 20 to complete the online courses.

On Oct. 3, **one committee chair and 11 Cluster Coordinators were notified that they have lost voting privileges** because training was not completed by the Oct. 1 deadline after *multiple* reminders since June. Per bylaws, they cannot vote or count toward quorum until training certificates have been submitted. AVPs have been notified to follow up.

11 non-voting board members completed training though they are not required to – thanks!

For members who did not attend boardsmanship sessions at Spring/Fall training, the required **National PTA e-learning courses** are: Board Basics, A Quick Guide to Budget Basics and Preventing Theft in your PTA. They can be found here: <https://member.pta.org/Shop/Local-Leader-eLearning-Courses>.

FINANCIAL

Created separate online login profiles for President, Treasurer and VP of Administration. Reviewed check requests and receipts and signed reimbursement checks.

OTHER

- Finalizing/adjusting BOD and DA room reservations with Office manager.
- Advising Edison HS Steering Committee in their effort to start a PTSA. Wrote Connect-Ed phone and email request for volunteers for their bylaws, nominating and membership committees.